

2004

BUSINESS RETURN OF TANGIBLE PERSONAL PROPERTY AND MACHINERY AND TOOLS
FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION, 12000 GOVERNMENT CENTER PARKWAY, SUITE 223, FAIRFAX, VA 22035
PHONE: 703-222-8234 FAX: 703-324-3500 OR 703-324-3505 WEB SITE: www.fairfaxcounty.gov/dta

Current Business
Location

STREET #	STREET NAME	UNIT/SUITE
CITY	STATE	ZIP

Business Location
1/1/2004

STREET #	STREET NAME	UNIT/SUITE
CITY	STATE	ZIP

Check Box if Out of Business ☐Date Business Ended in Fairfax
County:Date Business Began in Fairfax
County:Federal I.D./Employer I.D. # :
--

DATE RECEIVED			
SIC CODE			
ACCOUNT NUMBER			
RC	PP	LIC	BDB
HARDCOPY		CD OR DISK	

Owner Name _____ Mailing Address _____

Trade Name _____

Schedule 1	Report the total purchase cost, by year of all personal property (except computer equipment listed in Schedule 2) owned and located in Fairfax County on January 1, 2004. (See Instructions on Page 2)			PROPERTY NUMBER	
YEAR PURCHASED *and prior years	Cost of property reported in 2003	ENTER COST OF PROPERTY BY YEAR OF PURCHASE		TOTAL	
		Disposed	Acquired		
Property purchased in 2003					80%
Property purchased in 2002					70%
Property purchased in 2001					60%
Property purchased in 2000					50%
Property purchased in 1999					40%
Property purchased in 1998					30%
Property purchased in 1997*					20%
Schedule 2	Report the total purchase cost, by year of all computer equipment owned and located in Fairfax County on January 1, 2004. (See Instructions on Page 2)			PROPERTY NUMBER	
YEAR PURCHASED *and prior years	Cost of computer equipment reported in 2003	ENTER COST OF COMPUTER EQUIPMENT BY YEAR OF PURCHASE		TOTAL	
		Disposed	Acquired		
Property purchased in 2003					50%
Property purchased in 2002					35%
Property purchased in 2001					20%
Property purchased in 2000					10%
Property purchased in 1999*					2%
<p><i>Important: Schedule 3 (located on page 2 of this form) MUST BE COMPLETED if applicable to your business. If the schedule does not apply, you MUST enter the word "NONE". IN THE ABSENCE OF COMPLETE INFORMATION FROM THE TAXPAYER, ASSESSMENT WILL BE MADE FROM THE BEST INFORMATION AVAILABLE.</i></p> <p><i>A LATE FILING PENALTY WILL BE ASSESSED TO EACH SCHEDULE IF NOT FILED OR POST MARKED BY MAY 1, 2004 (10% OF TAX ASSESSABLE, SEE PAGE 2)</i></p> <p><i>FURNISH A COMPLETE ITEMIZED LISTING OF ALL PERSONAL PROPERTY SHOWING DATE OF ACQUISITION AND ORIGINAL COST. IF LISTING IS MAINTAINED IN EXCEL 3.0 OR LATER, YOU MAY SUBMIT THE REQUIRED LIST ON DISKETTE OR CD ROM.</i></p> <p>IT IS A CLASS 1 MISDEMEANOR FOR ANY PERSON WILLFULLY TO SUBSCRIBE AN APPLICATION THAT HE DOES NOT BELIEVE TO BE TRUE AND CORRECT AS TO EVERY MATERIAL MATTER (CODE OF VA SEC 58.1-11) DECLARATION: I declare that the statement and figures herein given are true, full and correct to the best of my knowledge and belief.</p>					

Preparers Signature: _____

Print Name: _____

Date: _____

Telephone #: _____

Fax #: _____

E-Mail: _____

Schedule 3: LEASED PROPERTY: LIST BELOW ALL PERSONAL PROPERTY LEASED OR RENTED FROM OTHERS. INFORMATION IS TO BE OBTAINED FROM LEASE AGREEMENT. A COPY OF THE LEASE AGREEMENT MAY BE FURNISHED IN LIEU OF THE LISTING.

NAME OF OWNER(S)	ADDRESS OF OWNER(S)	TYPE OF EQUIPMENT	FROM LEASE AGREEMENT	
			DATE OF LEASE	QUOTED PURCHASE PRICE OF EQUIPMENT

General Information

- The purpose of this form is to report the total purchase cost of all owned, leased, or rented business property located in Fairfax County on January 1st. Section 58.1-3109(6) Code of Virginia requires taxpayers or their agents to furnish information relating to tangible personal property, and requires such persons to furnish access to their books or accounts or other papers and records for the purpose of verifying information necessary to make a complete and accurate assessment.
- All owned assets must be reported even if fully depreciated or expensed for accounting purposes. Capitalized leases are treated as owned property and are to be included in either Schedule 1 or 2 depending on the type of property. All other leased or rented property is reported in Schedule 3. Sales tax, freight, set-up and installation cost are considered part of the original cost of the asset and must be reported.
- Automobiles, Trucks, Vans, Motorcycles, RVs, Campers, Boats, Boat Motors, Airplanes, and Mobile Homes must be reported separately on a Personal Property Vehicle registration form. Do not report them on this form.
- Property reported on this form is not proratable, thus the property is taxed for the entire year even if sold or moved out of the County after January 1st.
- To avoid late filing penalty (10%), this completed filing must be postmarked or returned no later than May 1, 2004, to the Department of Tax Administration, 12000 Government Center Parkway, Suite 223, Fairfax, Virginia 22035.
- Please do not include payment with your return. You will be billed.

Completing the Form

- Complete this form in its entirety. If information is preprinted, please review for accuracy. Cross through incorrect information and update as applicable. Do not alter dollar amount figures located in column 1 of Schedule 1 or 2 (cost of property as reported in 2003.) Enter changes in Disposed or Acquired column(s) as appropriate.
- **Schedule 1** – Report the total purchase cost of all tangible personal property (except computer and motor vehicles) located in Fairfax County on January 1, of each year, including but not limited to furniture, equipment and tools used in any business or profession, and machines and tools, trunk and feeder cables and studio equipment of cable television businesses.
- **Schedule 2** – Report the total purchase cost of **computers and computer equipment** (mainframe, mid-range, personal and peripherals, i.e., printers, plotters, external modems, etc.) located in Fairfax County on January 1, of each year. Do not report application software, such as accounting, inventory, or sales tracking software. Only report operating software, such as Windows, Unix, or Linux.
- **Schedule 3** – Report leased property. Section 58.1-3518 Code of Virginia requires lessees to report all tangible personal property leased from others. Also complete if business is operated from leased premises by giving name and address of owner.
- Leasing firms (lessors) must file a return in their own name. To ensure proper assessment use Schedule 1 for furniture and fixtures and Schedule 2 for computer equipment.
- A complete itemized listing detailing all the tangible property reported owned by your company as filed on this form must be furnished. The data should include a description of the asset, the original purchase cost, and the year acquired. Leasing firms (Lessors) should also include the name and address of the lessee. This information should be provided in **both** a printed format and a format that can be used in EXCEL 3.0 or later. The electronic data should be provided on either a 3.5" diskette or CD-ROM.
- Purchase cost is the **full capitalized or expensed original cost including sales tax, freight and installation of all tangible personal property**.

For additional information contact us by e-mail. Please visit our website at www.fairfaxcounty.gov/dta. For assistance by telephone, please contact us at (703) 222-8234.